



PR/160414 | ADMIN SUPPORT - UOA BANGSAR (URGENT HIRING)

募集職種

人材紹介会社

ジェイエイシーリクルートメントマレーシア

求人ID

1586510

業種

その他（商社）

雇用形態

正社員

勤務地

マレーシア

給与

経験考慮の上、応相談

更新日

2026年04月14日 10:27

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

無し

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Responsibilities:

- Coordinate with all departments ensuring all work functions smoothly.
- Co-ordinate with senior in quotation, tender document, purchase order, delivery order, invoice and shipping document.
- Handle sales enquires & searching for supplier's quotation
- Submit cargo insurance & insurance claims (if any) or claims back to factory
- Coordinate the production & arrange shipment from factory (Japan, Thailand, China, Singapore) to Malaysia
- Coordinate with forwarder & warehouse on the shipment
- Arrange delivery schedule with salesperson, driver & customer

- Maintain the stock & prepare inventory report (month-end report by SAP and Excel)
- Filing of documents, update contact list.
- Prepare and submit project insurance which is requested by project
- Insurance declaration for half-yearly or yearly
- Prepare the Sales and Cost comparison sheet monthly
- Prepare salesperson report and monthly sales report
- Answer phone call, serve tea to customer (ad-hoc)
- Any ad-hoc duties assigned by manager

Requirements:

- At least Diploma qualification from recognized institution.
- Prefer few years of sales-coordinate experience.
- Able to meet deadlines and work effectively under pressure.
- Eye for details, creative, team player & self-motivated.
- Possess good interpersonal communication & analytical skills with people at all levels.

#LI-JACMY
#Countrymalaysia

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会社説明